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30 NOV 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Proposed Project for Linguistic Training

1. This memorandum contains a recommendation for the approval of the Deputy Director of Central Intelligence. Such recommendation is contained in paragraph 5.

2. The Language Training Faculty of the Office of Training is responsible for three types of foreign language training:

a. Language training classes -- during normal duty hours conducted by nineteen full-time and four part-time contract employees now charged against twenty-one staff-type ceiling slots.

b. Tutorial language training -- done on an ad hoc basis for both overt and covert trainees in response to specific requirements and utilizing the services of forty-nine instructors paid on an hourly basis when actually employed. These instructors are not charged against staff ceiling.

c. Voluntary language training -- given after hours for Agency staff employees voluntarily undergoing language training. Instructors for this training are qualified Agency staff or full-time contract employees who are reimbursed on an overtime basis for services performed.

Many of the instructors in categories a. and b. above (seventy-one persons) are ineligible for staff status because they are aliens or spouses of aliens. Funds expended for the above training now approximate [REDACTED] per year.

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3. The attached proposal will result in dollar savings but of undetermined magnitude. The proposal involves the grouping of all language instructors utilized by the Office of Training within a project which would permit all

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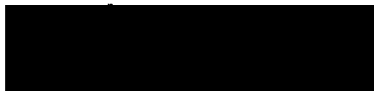
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seventy-one persons to be utilized and paid only when their services are necessary. Fewer full-time personnel will ultimately result. It would also virtually eliminate the overtime paid Agency staff employees for the Voluntary Language Training Program. Instructors for this program, under the attached proposal, would be drawn largely from that group of contract employees paid on an hourly basis.

4. The proposed project provides for the assignment of nineteen full-time and four part-time employees now charged against ceiling and the forty-nine WAE employees not charged against ceiling to the project. Three employees and three ceiling slots would be retained on the Table of Organization of the Office of Training for the purpose of operating the project. Thus, eighteen ceiling slots would be saved through this conversion. The manpower expended for language under this flexible approach would expand and contract as requirements fluctuate. In this fashion the proposal offers an opportunity for significant savings through more efficient utilization of personnel and better management of the Agency's language training resources.

5. It is recommended that you approve the attached proposal for conducting all language training in the Headquarters area under a project with the understanding that only three of the personnel so utilized will be charged against ceiling.

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L. K. White
Deputy Director
for Support

Attachment:

Proposed Project for Administering
Linguistic Contract Instructors

CONCUR:

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John M. Clarke

Director of Budget, Program Analysis and Manpower

27 Jan / 65
Date

The recommendation contained in paragraph 5 is approved:

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for 
Marshall S. Carter

Deputy Director of Central Intelligence

24 Jan. 1965
Date

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Project Outline for Administering
Linguistic Contract Instructors

Purpose: To establish a mechanism to administer more efficiently and economically staff-type contract employees and non-staff-type contract employees (independent contractors) who are engaged in linguistic training of both overt and covert Agency personnel.

Personnel: OTR has 18 employees on full-time contracts and 4 on part-time contracts, on an annual pay scale, to give scheduled on-duty instruction in foreign languages. In addition, 49 qualified instructors are retained on WAE contracts for tutorial training assignments, as independent contractors, on an hourly pay scale.

The contracts are written for one or two year periods and renewed routinely if the employee's performance and OTR's requirements warrant extension. Some of the contract employees are not American citizens or are married to foreign nationals and, therefore, not eligible for staff employment; though paradoxically they are presently blocking staff-type ceiling positions.

Background: The Language Training Faculty handles three types of foreign language programs: (1) Full-time and part-time language classes conducted during normal duty hours; (2) Tutorial Language Programs which are tailored in response to specific requirements levied by Agency components; and (3) The Voluntary Language Training Program conducted on a scheduled basis during non-duty hours for those employees who voluntarily expressed interest in acquiring a foreign language skill.

In administering these programs, the following was accomplished during FY 1964 when the Language Training Faculty scheduled 156 courses (105 part-time and 51 full-time) during duty hours in which 470 students successfully completed a substantial segment of the planned curriculum. Normally, a full-time course involves four hours of instruction daily for 20 weeks or 400 hours and a part-time course requires 10 hours of weekly instruction for 10 weeks or 100 hours. In addition, 132 students were trained tutorially and 323 were engaged in the VLTP.

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The Language Training Faculty teaches, based upon requirements, 34 languages. It has also a current potential for providing instruction in eleven other languages through use of WAE contractors.

Proposed Changes: The 22 contract employees referred to are blocking 21 staff-type ceiling positions. It is planned to retain three of these positions -- Training Officer GS-14, Training Assistant GS-7 and Electronic Technician GS-7, on the Table of Organization of OTR. These positions are clearly staff type, and the day is foreseeable when it will be desirable to assign OTR careerists to them. The other eighteen positions are more flexible and occupancy depends entirely on workload demands. The incumbents of these positions, as well as the 49 independent contractors, will be transferred to the project. Some of the staff positions which thereby become unencumbered will be utilized by OTR for staff employees, the remainder will be assigned by the Deputy Director for Support to those components requiring increased ceiling authorization.

When current full-time contracts expire, action will be taken to convert those individuals to part-time or WAE contracts where appropriate. Although savings cannot be calculated at this point it is anticipated that some will surely result.

In addition, another economy possibility that arises under the proposed project system is the feasibility of using WAE contract employees as instructors in the Voluntary Language Training Program. At the present time, we are restricted to the use of staff personnel and pay them at their over-time rate. We have budgeted \$25,000 annually for this purpose; however, much more than this is spent because some components absorb costs without sending an adjustment voucher through to OTR. This over-time rate of pay is approximately 40% higher than the \$3.00 per hour paid our WAE contractees; therefore, a saving of up to \$10,000 annually could be realized using WAE contractees, where feasible, instead of staff employees.

Organization: The unit will operate under general direction of the Deputy Chief for Language Training and direct supervision of a Senior Training Instructor. It will not be necessary to establish any new cover mechanism for this unit. Personnel will perform their duties in the same localities as are presently being used. Contracting will be done in accordance with existing Agency regulations through the established chain of command. Changes in the number and type of contractual employees will vary in response to Agency interests as determined by Deputy Chief for Language Training.

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Funding: It will not be necessary to allocate new funds for the project because OTR has already provided for these functions in the Budget for FY 1965 (\$254,621) and FY 1966 (\$261,621). It will be necessary only to establish a new allotment account and transfer to it funds for this purpose now spread in other accounts.

Timing: It is intended to transfer to the project those 18 contract employees presently assigned to OTR ceiling positions and the 49 independent contractors as soon after the approval of the project as is administratively feasible. The change in individual contracts, when warranted, will be accomplished when current contracts expire.

Conclusion: The establishment of the project will permit flexibility in hiring and retaining competent linguistic instructors within the limitation of availability of funds rather than the availability of ceiling positions. By ultimately converting some full-time contract employees to part-time and WAE contracts when workload projections reflect a decrease in the need for their specific language capability and by using WAE contract employees, when possible, in lieu of staff personnel paid at over-time rates for the VLTP, some savings may be realized. Conversion of some WAE independent contractor tutorial instructors to WAE contract employees will be possible because they would no longer have to be charged against ceiling and thereby a full utilization of their capabilities can be made. The ceiling authorization previously required for the contract employees can be more correctly transferred to accommodate essential staff positions.

Recommendations: It is recommended that this project be approved to permit the establishment of a mechanism for more economic management of personnel and funds as well as more proper use of staff ceiling positions.

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